

Request for Authority to Execute a Contract for Architectural-Engineering, Land Surveying, or Interior Design Services Pertaining to Construction or Construction Management-Agent Services

AGENCY: _____
(Agency Name)

PROJECT: _____
(Project Number) (Project Name)

TYPE OF CONTRACT: Single Project _____ Indefinite Delivery _____

PERSON OR FIRM SELECTED

(Name) (FEIN or SSN)

(Street Address)

(City, State & Zip) (Phone) (Fax)

BUDGETARY INFORMATION (Complete ALL 6 items for Single Project or insert N/A in items 3-6 for IDC's)

1. FEE BASIS: Percentage _____ Lump Sum _____ Hourly, Not to Exceed _____
2. Maximum Contract Amount (for Single Projects, enter "Authorized Project Budget"; for IDC's enter "Maximum Contract Amount"): _____
3. Construction Budget for this Contract (including Construction Contingency): _____
4. Basic Services Fee for this Contract: _____
5. Additional Services Fee for this Contract: _____
6. Estimated Reimbursables for this Contract shall not exceed: _____

Remarks:

AGENCY CERTIFICATION AND REQUEST

I hereby certify that the Agency Selection Committee conducted this A/E selection in accordance with the requirements of the SC Consolidated Procurement Code and the *Manual for Planning and Execution of State Permanent Improvements-Part II*. I further certify that the Agency has authorized, unencumbered funds available for obligation to this contract. I hereby request the approval of the State Engineer to execute the attached contract for professional services in support of the above-named Project.

BY: _____
(Signature Agency Representative)

DATE: _____

(Print or Type Name of Agency Representative)

(Title)

APPROVED BY: _____
(State Engineer or Designee)

DATE: _____

SUBMIT THE FOLLOWING DOCUMENTS TO OSE BY EMAIL

1. SE-220
2. Copy of the Selection Committee report listing all responses and reasons for selecting persons or firms to be interviewed.
3. Copy of signed SE-214 for each Committee member.
4. Copy of all SE-215's and the SE-217.
5. Copy of proposed Contract signed by person or firm selected but NOT signed by the Agency..